

City of Conover  
***Development Packet***

Requirements for Commercial/Industrial/Institutional Developments

Planning Department ■ 101 1<sup>st</sup> St East ■ P.O. Box 549 ■ Conover, NC. 28613 ■ (828) 464-1191

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**General Submittal Information**

	Sketch Plan (SP)	Full Plan (FP)
Site Plan Copies	4	5
Full Plan Copies	0	3 (mech, elec, elevations, etc)
Size of Plan	Any	Any
Scale	Any Engineering Scale	Any Engineering Scale
Administration Fees	See Fee Schedule	See Fee Schedule
Certification Required	None	Professional Engineer Certification Registered Land Surveyor

**Review Procedures:**

Sketch Plan	Review by Planning Staff with comments from Public Works. Comments to be returned within 10 business days.
Full Plan	Site Review Committee Review Comments or approval within 10 business days.

**DOCUMENTS REQUIRED FOR COMPLETE SUBMITTAL/FINAL APPROVAL:**

- ☐ Development Application
- ☐ Zoning Permit (for new construction/occupancy)
- ☐ Stormwater Management Plan / Agreements (if applicable)
- ☐ Zoning Amendment Application (if applicable)
- ☐ Annexation Petition (if applicable)
- ☐ City of Conover Encroachment Agreement
- ☐ Water and Sewer Tap Application (Fees depend on size of taps)
- ☐ Utility Compliance/Capacity Form (Green Form)
- ☐ NCDOT Driveway Permit – (if applicable)
- ☐ NCDOT Encroachment – (if applicable)
- ☐ City of Conover Driveway/<1 Acre Erosion Control Application (if applicable)
- ☐ NCDENR Water Supply (Public Utilities Only)
- ☐ NCDENR Sewer Service (Public Utilities Only)
- ☐ Copy of Catawba County Erosion Control Permit (Required for >1 Acre Development)
- ☐ Sprinkler Inspection (\$100 fee)

SP	FP
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**All sheets must contain the following:**

●	●	Plan Title - Project name, address, type of plan (sketch, prelim, final).
●	●	Date of drawing preparation and subsequent revision dates.
●	●	North arrow and declination.
●	●	Scale – 1"=100' shown graphically and numerically.
	●	Sheet number and title.
	●	Seal of Registered Design Professional.

**Cover Sheet:**

●	●	Vicinity Map - showing location of development in relation to neighboring tracts, subdivisions, roads and waterways.
●	●	Zoning Classification(s) – of the tract to be developed and on adjoining property.
●	●	The property identification number (PIN) as established by the Catawba County Tax Supervisor's Office.
●	●	The name(s), address(es), and telephone number(s) of the owner(s), mortgagee(s), registered surveyor(s), land planner(s), architect(s), landscape architect(s), and professional engineer(s) responsible for the development.
	●	Site Calculations - Provide the following in table format: Total acreage of tract to be developed, linear footage of streets, linear footage of sewer by size, linear footage of water by size, total percentage of impervious surface.
	●	Engineer's public improvement cost estimates.

**Site Plan:**

	●	The name(s), address(es), and telephone number(s) of the owner(s), mortgagee(s), registered surveyor(s), land planner(s), architect(s), landscape architect(s), and professional engineer(s) responsible for the development.
	●	City Limit Lines – if applicable.
●		Boundaries of Tract – of the tract and portion to be developed.
	●	Boundaries of Tract – exact boundary lines of the tract to be developed, fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of adjoining land.
	●	Adjacent Property – names of owners of adjoining properties and any adjoining subdivisions of record (or proposed and under review).
●	●	Structures – location and size of all proposed buildings, signs, dumpster, mechanical equipment, retaining walls, fences, both existing and proposed, to be used as part of the development.
	●	Elevations - building footprint finish floor elevation, spot elevations, pavement slope and direction.
●	●	Setbacks - List minimum and maximum yards, parking and building setbacks, with dimensions
●	●	Show proposed parking lot layout and list the required number of spaces and the number of spaces provided, including handicap accessible stalls.
	●	Note if shared parking is to be used.
●		Topography – vertical contours every 5 feet.
	●	Topography – vertical contours every 2 feet, based on mean sea level datum, with reference to datum/grid monument.
	●	Existing Features – buildings or other structures, watercourses, railroads, bridges, culverts, storm drains, both on the land to be developed and on the land immediately adjoining.
	●	Show, dimension and label required buffer areas.
	●	Natural Features – wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.
	●	Easements – proposed natural buffers, recreation, pedestrian, bicycle or other rights-of-way, utility or other easements, their location, width and purpose.
	●	Phase Lines – proposed phase lines for construction (if applicable).
●	●	Road/Street Location – location, type and width of all roads, curb, gutter and sidewalk (including ramps) to be used as part of the development, including typical street cross sections. NOTE: All streets are to be designed in accordance with the latest standards of NCDOT Minimum Construction Standards for subdivision roads.
	●	All existing and proposed street names.
●	●	Adjacent Driveways/Roads – location and name of all adjacent developed or platted roads and/or driveways; (provide SR# if State/DOT road).
	●	Sight Triangles – location and width of all sight triangles, existing and proposed, to be used as part of the development, including dimensions.
	●	Turn Lanes - location and widths of all turn lanes, median cuts, etc., existing and proposed, to be used as part of the development.
	●	Right-of-Ways and Easements – location and width, label public offered for dedication or private.
	●	Floodzones - location of floodzone or base flood elevation for 100 year storm as shown on FIRM maps.
	●	** Details Required - Right-of-Way Section – right-of-ways, shoulders, curb & guttering, sidewalks, stone thickness, pavement widths and thickness.

SP	FP	<b><u>Post-Construction Stormwater Management and Erosion Control:</u></b>
●		Conceptual Stormwater Management Plan (Including, but not limited to: Existing topography, perennial and intermittent streams, existing vegetation and predominant soils from soil survey if available)
	●	BMP Plan – location of proposed post-construction stormwater BMP structures and post-construction stormwater infrastructure to be used as part of the development, including flow direction and size.
	●	Base Site Plan Data (Including, but not limited to: Calculated proposed impervious surface, calculated area to be disturbed, grading activity, 5' contour lines, north arrow, scale, building location, streets, drainage easements etc.
	●	Calculations report – Provide documentation of Stormwater Best Management Practice (BMP) structure calculations
	●	Stormwater BMP Operation and Maintenance Agreement signed and notarized by property owner(s)
	●	Stormwater general notes on approved plans and/or Preliminary/Final Plats (Provided by Stormwater Administrator)
	●	Approved Catawba Co. Erosion and Sedimentation Control Plan – location of check dams, temporary construction drive, sedimentation basins, riprap, silt fencing, ponds, temporary and permanent BMPs, etc.

### **Architectural / Landscape Plan:**

	●	Exterior Building Façade Material (Per Section 22.16 of the Zoning Ordinance)
	●	Location and material of architectural treatments intended to screen any rooftop mechanical equipment
	●	Location and species of any vegetative architectural screening (if required by Section 22.16 of the Zoning Ordinance)
	●	Parking lot Landscaping – location, size and species of all landscaping and parking lot screening, existing or Proposed, to be used as part of the development.
	●	Other Landscaping – location, size and species of all landscaping, buffers, berms, etc., existing or proposed, to be Used as part of the development, including perimeter yard and/or buffer yard and or foundation plantings.
	●	Provide landscape tables listing the plant species to be used, quantities and size.
	●	Location of fencing to be used as part of the development.
	●	** Details required: Fencing, berms.

### **Utility Plan:**

●		Proposed water and sewer line services and desired design.
	●	Show Site Plan.
	●	Lighting - Show proposed pole and other light locations. Provide details for lights used as part of the development.
	●	Water Lines – location, material and size of all existing and proposed lines to be used as part of the development.
	●	Water Taps – location and size of all taps on to all existing and proposed lines to be used as part of the development.
	●	Valves – location of all proposed valves to be used as part of the development.
	●	Hydrants – location of all existing and proposed hydrants to be used as part of the development.
	●	Backflow Prevention - location and type of all proposed backflow prevention components.
	●	Sprinkler Plan - 2 complete sets of sprinkler plans including flow test information and Fire Department connection.
	●	** Details required: Tracer wires (required when using PVC piping); Hydrants; Meter Settings; TS &V; Easements; Thrust Blocking; Blow-offs; Profiles for Critical Areas; Encasements; Vaults; Backflow Prevention.
	●	Sewer Lines – location, material and size of all existing and proposed lines to be used as part of the development; including profiles based on mean sea level datum for sanitary and storm sewers. Include note referencing datum/grid monument used.
	●	Sewer Taps – location and size of all taps on to all existing and proposed lines to be used as part of the development.
	●	Manholes – location of all manholes to be used as part of the development.
	●	Floor Drains - location.
	●	Grease and Oil Separator - location and type.
	●	** Details required: Service connections - manholes and lines; Manholes; Cleanouts; Easements; Casements; Grease and Oil Separator.
	●	Utility Easements – label and location of both overhead and underground, minimum size 25'.
	●	Construction Profiles - water and sewer systems including details and cross sections for critical areas (ie. creek or utility crossings).

The items listed must be included on the specific plan sheets specified. If the information is not provided, it may cause a delay in the review process and move the project into another review cycle.



CITY OF CONOVER  
APPLICATION FOR  
COMMERCIAL/INDUSTRIAL/INSTITUTIONAL  
DEVELOPMENT

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**General Information:**

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

☐ City Limits    ☐ ETJ    ☐ Pending Annexation

PIN #: \_\_\_\_\_

Existing Zoning : \_\_\_\_\_

Change required?    Yes: \_\_\_\_    No: \_\_\_\_    Requested: \_\_\_\_\_

Annexation Required?    Yes: \_\_\_\_    No: \_\_\_\_

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Surrounding Land Use:    N: \_\_\_\_\_    S: \_\_\_\_\_

   E: \_\_\_\_\_    W: \_\_\_\_\_

Surrounding Zoning:    N: \_\_\_\_\_    S: \_\_\_\_\_

   E: \_\_\_\_\_    W: \_\_\_\_\_

**Development Information:**

Total Developable Land Area: \_\_\_\_\_ square feet;    \_\_\_\_\_ acres

Impervious Coverage: \_\_\_\_\_ square feet;    \_\_\_\_\_ acres

Impervious Coverage %: \_\_\_\_\_

Building Size: \_\_\_\_\_ square feet

Building Height: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

**Contact Information:**

Applicant/Contact: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_ Email: \_\_\_\_\_

Developer: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_ Email: \_\_\_\_\_

Engineer/Planner: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_ Email: \_\_\_\_\_

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Applicant's Signature

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Date of Application

# Commercial/Industrial Submittal Information

(For Office Use Only)

Type:

INDUSTRIAL      COMMERCIAL

Required Building Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Proposed Building Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Parking Spaces Required: \_\_\_\_\_ ADA: \_\_\_\_\_

Parking Space Provided: \_\_\_\_\_ ADA: \_\_\_\_\_

Allowable Signage Area: Freestanding \_\_\_\_\_ Wall Mount \_\_\_\_\_

## Memo & Plan Distribution:

☐ Planning (full set)

☐ Police Dept. (reduced site)

☐ City Mgr. (reduced site)

☐ Public Works (full set)

☐ Fire Dept. (full size site)

☐ (copy to chrono and development file)

☐ Engineer (reduced site)

☐ City Atty. (reduced site)

Type:	Sketch	Final
Review (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	_____	_____
Date Submitted	_____	_____
Site Review Committee Date	_____	_____
Approved	( ) Yes	( ) No
Comments Sent to Applicant	_____	_____

Type:	Sketch	Final
Review (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	_____	_____
Date Submitted	_____	_____
Site Review Committee Date	_____	_____
Approved	( ) Yes	( ) No
Comments Sent to Applicant	_____	_____

Type:	Sketch	Final
Review (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	_____	_____
Date Submitted	_____	_____
Site Review Committee Date	_____	_____
Approved	( ) Yes	( ) No
Comments Sent to Applicant	_____	_____

Type:	Sketch	Final
Review (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)	_____	_____
Date Submitted	_____	_____
Site Review Committee Date	_____	_____
Approved	( ) Yes	( ) No
Comments Sent to Applicant	_____	_____

## Application Checklist:

- |   |  |
|---|--|
| <input type="checkbox"/> Development Application  | <input type="checkbox"/> NCDOT Driveway Permit - if applicable (\$50 fee to NCDOT) |
| <input type="checkbox"/> Zoning Permit (for new construction/occupancy)                   | <input type="checkbox"/> NCDOT Encroachment - if applicable                        |
| <input type="checkbox"/> Zoning Amendment Application - if applicable (\$250 fee)         | <input type="checkbox"/> NCDENR Water Supply                                       |
| <input type="checkbox"/> Annexation Petition - if applicable                              | <input type="checkbox"/> NCDENR Sewer Service                                      |
| <input type="checkbox"/> City of Conover Encroachment Agreement                           | <input type="checkbox"/> Copy of NCDENR Erosion Control Permit                     |
| <input type="checkbox"/> Water and Sewer Tap Application (Fees depend on size of taps)    | <input type="checkbox"/> Sprinkler Inspection (\$100 fee)                          |
| <input type="checkbox"/> Sewer Capacity Fee(\$3.65 per gallon, based on usage, \$1.095min |  |

## Project Notes:

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## CONOVER DEVELOPMENT FEES

Zoning Permit	\$0
Certificate of Occupancy	\$50
Driveway Permit / Sediment and Erosion Control < 1 Acre	\$50
Zoning Map Amendment (Rezoning)	\$250
Zoning Text Amendment	\$250
Zoning Consistency Letter	\$50

### Development Filing Fees

Sketch Plan Review	\$0
Site Plan Review	\$0 *
Minor Subdivision Application/Plat	\$50 *
Major Subdivision Application/Preliminary Plan	\$150 + \$5 per lot *
Major Subdivision Final Plat	\$150 + \$5 per lot *
Planned Unit Development Application/Preliminary Plat	\$250 + \$5 per unit *
Planned Unit Development Final As-Built Plat	\$100 + \$5 per unit *
Annexation Petition	\$0**
Development Agreement (if applicable)	\$301

### Stormwater Management Fees

Stormwater Management Plan Review	\$100 *
High Density Watershed Development Application	\$100*
Stormwater Annual Report Review	\$50

### Board of Adjustment Applications

Variance Application	\$250
Interpretation Application	\$250

### Copies of Maps, Ordinances, etc.

Copy of Land Development Plan	\$25
Copy of Zoning Ordinance	\$15
Copy of Subdivision Ordinance	\$15
Copy of Phase II Stormwater Ordinance	\$15
Copies 8.5 x 11 (less than 5 pages)	\$0
(Each page > 5)	\$.10
Copy of Official Conover Zoning Map (24"x36")	\$12
Copy of existing GIS Maps (24"x36")	\$12
Custom GIS Map (24"x36)	\$12
+ Hourly Service Rate	

\* In Addition, applicants are responsible for reimbursing the cost of city engineer review fees for applicable submitted projects. Applicant will be billed by the City of Conover.

Applicant is also responsible for any recording fees for required plats/deeds with Catawba County Register of Deeds.

\*\* Applicant is responsible for submittal of annexation survey. Survey must be reviewed and approved by City staff and City Attorney.

Effective 7/1/08

# UTILITY COMPLIANCE / CAPACITY FORM

## CONOVER PUBLIC WORKS (Green Form)

1. Business / Institution Name \_\_\_\_\_ SIC# \_\_\_\_\_ PIN# \_\_\_\_\_
2. Products Manufactured / Nature of Business \_\_\_\_\_
- 2a. Does your business involve the manufacturing, preparation or sale of food on site? \_\_\_\_\_
- 2b. Does your business involve the maintenance or service of motor vehicles on site? \_\_\_\_\_
3. Amount of water to be used per day \_\_\_\_\_
4. Amount of wastewater to be discharged \_\_\_\_\_
5. Number of days of operation per week \_\_\_\_\_ Hours of operation \_\_\_\_\_ to \_\_\_\_\_
6. Number of employees \_\_\_\_\_
7. Water will be used for \_\_\_\_\_
8. Wastewater will consist of \_\_\_\_\_ % domestic \_\_\_\_\_ % process
9. Pertinent data or remarks \_\_\_\_\_

I, the undersigned, hereby confirm that the information contained herein is correct to the best of my knowledge and belief. I understand that the City of Conover is in no way obligated to provide the water/sewer service requested. I also understand that if water/sewer service is granted, it will be subject to continuous monitoring and review at no expense to the City of Conover. Water/Sewer service may be reviewed and/or terminated at any time conditions are found to be in violation of the water/sewer use ordinance, and/or other applicable City ordinances, or when conditions vary substantially from those indicated herein.\* The City of Conover shall determine if and when the degree of variation is "substantial".

\_\_\_\_\_  
Name of Company (Type or Print)

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Application Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Signature (Owner/Officer)

\_\_\_\_\_  
City, State, Zip Code

FOR OFFICE USE ONLY

H2O = ¾" 1" 2" \_\_\_\_\_

H2O = ¾" 1" 2" \_\_\_\_\_

SEWER = 4" 6" \_\_\_\_\_

GALLONS PER DAY= \_\_\_\_\_

@ 3.65 PER GALLON= \_\_\_\_\_

TOTAL = \_\_\_\_\_

INITIAL BY STAFF \_\_\_\_\_

This application for water/sewer service shall be subject to the following conditions:

1. Before service connection(s) are made, the applicant shall pay the following fee(s)

Water connection \_\_\_\_\_ size \_\_\_\_\_ fee

Other: \_\_\_\_\_

Sewer connection \_\_\_\_\_ size \_\_\_\_\_ fee

Other: \_\_\_\_\_

2. Total sewer capacity charge shall be determined at the time of application using EPA standards, Us Census data and/or historical information. Minimum charge \$1,095 or \$3.65 per gallon.

Charge: \_\_\_\_\_

3. **All water connections require approved backflow prevention devices.**

Applicant must schedule an inspection with the Water Dept. to verify that backflow device exists and is adequate. Backflow prevention devices will be tested by a Certified Backflow Tester when installed as well as annually tested. Ownership, testing, and maintenance of the backflow device shall be the responsibility of the consumer.

Backflow device installation has been reviewed and accepted by:

\_\_\_\_\_  
Backflow ORC/ Water Department Supervisor

4. Sewer service may require a separate pretreatment and/or permit subject to local, State and Federal regulations.

Required: Yes, No \_\_\_\_\_

5. Service under this agreement (excluding fire protection) shall be limited to:

Water \_\_\_\_\_ gallons per day

Sewer \_\_\_\_\_ gallons per day

6. Sprinkler connection(s) shall be made at the applicant's expense under the supervision of the City Engineer. Connections shall not be made until site plan approval (City Staff and Fire Dept.) plan approval (DEHNR) and payment of associated fees. The customer shall also pay an annual Fire Protection Service Tax in accordance to the City of Conover Fee Schedule.

Sprinkler system design shall be approved by the Conover Fire Chief or designated representative.

Connection required \_\_\_\_\_

Connection size \_\_\_\_\_

Inspection charge \_\_\_\_\_

\*Inspection required by the City Engineer prior to service. Backflow prevention device tested upon installation. Backflow device will be tested yearly.

7. Final inspection of structure and Certificate of Occupancy shall not be issued until all code requirements are met.

REVIEWED/ACCEPTED

OR

\_\_\_\_\_  
Public Works Director Date

\_\_\_\_\_  
Assistant Public Works Director Date